



## **Job Specification**

**Job Title: Database Administrator, Lead**  
**BCAT Code: 462X AE**  
**Pay Grade: G21**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

---

### **General Description**

Provides advanced level technical support for client/server databases. Technical support will include the installation, maintenance, analysis, tuning, and troubleshooting of databases systems. It will mentor and lead other support staffs in projects.

### **Examples of Duties**

- Installs, tests, and maintains vendor supplied databases systems/tools/utilities, and development and reporting tools.
- Analyzes, tunes, and troubleshoots database system performance.
- Designs, develops, and maintains specialized software applications.
- Provides advanced end-user or client support for database systems.
- Modifies existing database architecture either out of necessity or upon request.
- Provides consulting and training to lower level technical and programming staff.
- Serves as lead database staff in database projects.
- Performs other Client/Server Database duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of data processing principles, practices, and equipment.
- Knowledge of integrated systems and relational database concepts and systems.
- Ability to multi-task, train staff, and use independent judgment.
- Knowledge of Windows, UNIX, and programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

### **Minimum GSU Hiring Standards**

Bachelor's degree and four years of related experience; or a combination of education & experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*